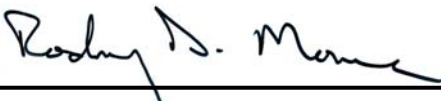


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 5	Number 9	Effective Date 06/01/07	Review Date 2011
Subject AWARDS AND CITATIONS			☐ New Order ☒ Replaces G.O. 0802-01, (10/22/04) E.O. #07-01 (1/24/07)
References			
 _____ Chief of Police or Designee		06/01/07 _____ Date	

I. PURPOSE

The purpose of this directive is to explain the various types of awards and citations available to members of the Department.

II. POLICY

The Richmond Police Department will recognize outstanding performance of employees, other public safety employees, citizens and organizations making substantial personal contributions to the Department and the community. The Department will identify and recognize specific acts of heroism, bravery or notable accomplishments and establish guidelines to identify those who have distinguished themselves through performance of those acts or accomplishments.

The Department bestows awards and commendations in the form of medals and accompanying commendation bars, plaques, certificates and letters of achievement. All communications relating to the awards and commendations process shall be routed through the chain-of-command. In order to maintain the credibility of the Awards Program, thorough documentation supporting the nomination is mandatory and shall be attached to the nominating correspondence.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling, or disciplinary action is initiated.

IV. DEFINITION

- A. **CERTIFICATE OF ACHIEVEMENT** - *This is a Certificate given to public safety employees, citizens or organizations in recognition of achievements which demonstrate a sense of community and commitment to their fellow man through actions that may not clearly contribute to the mission of the Department, but may promote goodwill, improved quality of life, a spirit of teamwork within the community or a commitment to service to others.*
- B. **CERTIFICATE OF MERIT** – *This Certificate is a form of recognition to public safety employees, citizens or organizations for acts or deeds which are performed in response to a specific problem, action or need of the Department.*
- C. **CITATION CERTIFICATE** – *This Certificate may be awarded to Department members or members of other law enforcement agencies working in conjunction with the Richmond Police Department for acts or deeds of commendable service, which occur over an extended period of time in support of the overall mission of the Department.*
- D. **LETTER OF APPRECIATION** – *This is an informal recognition given to public safety employees, citizens or organizations that deserve acknowledgement for their assistance.*

V. PROCEDURE

A. **Nomination and Selection Procedure:**

1. **Nomination:**

- a. *Any member of the Department may nominate an individual for an award, citation or certificate, except the Chief of Police's Award. In order to ensure that the qualifications as described in this policy are present, the person nominating someone should have knowledge of the event/action by personal observation or as a result of investigation of the event/action.*
- b. *Letters of Nominations shall include, but are not limited to, the following information:*
 - (1) *A statement from at least one eyewitness, if possible;*
 - (2) *Precise time and location of the event/action, if applicable;*
 - (3) *Names of all persons involved and any eyewitnesses;*
 - (4) *Description of any injuries received by the nominee;*
 - (5) *A detailed narrative of the event/action and other pertinent information; and,*
- c. *An Award Letter Form (PD-46) will be attached by the submitting member to the Letter of Nomination. In case of multiple nominations*

being submitted in one packet, a PD-46 shall be completed for each nominated individual.

- d. *Timely nominations are essential for the Awards Program to be successful. Each nomination packet must be submitted through chain-of-command to the Public Affairs Unit so that they arrive one month prior to the scheduled Quarterly Awards Program.*

B. **Selection Procedure:**

1. *The Assistant Chief of Police will appoint the members of the Honors Board.*
2. *The Board will consist of the following members:*
 - a. *One Captain who will serve as the Board Chairperson and serve a two year term;*
 - b. *Two Lieutenants who will serve a one year term;*
 - c. *Two Sergeants who will serve a one year term;*
 - d. *Two Police Officers who will serve one year; and,*
 - e. *Two Civilians who will serve a one year term.*

C. **Honors Board:**

1. The Honors Board shall meet at the call of the chairperson to review nominations and make recommendations to the Chief of Police. Members of the Richmond Police Department and graduates of the Citizen Police Academies, appointed by the Assistant Chief of Police, will serve on the Board.
2. If a member of the Board becomes eligible for any award, he/she shall excuse himself/herself from voting. A designated Department member selected by the Board shall vote instead.
3. A Department member who believes he/she is entitled to an award may request the Board to act on the request by writing a letter through his/her **Commander or Civilian Manager**.
4. If a member of the Department is recommended for an award but rejected by the Board, the member may be given either a **Letter of Appreciation** or a **Citation Certificate**.
5. *The Board will review and vote on each nomination.*
 - a. *A majority vote determines if a recommendation will be forwarded, as submitted by the nominee to the Chief of Police.*

- b. *The Public Affairs Unit's OIC will serve as an ex-officio member and vote only in the case of a tie.*
- c. *The Board, at its discretion, may recommend the presentation of a different award, if more appropriate.*
- d. *The Board will forward their recommendations to the Chief of Police for final review and approval.*
- e. *The final decision to grant the award rests with the Chief of Police.*

D. Police Medals and Bars:



1. Medal of Honor - This medal and bar is awarded for the performance of an act of gallantry and bravery above and beyond the call of duty when the level of danger is such that a member's death or serious injury is a reasonable result.



2. Medal of Valor - This medal and bar is awarded for an act of outstanding bravery, intelligently performed in the line of duty at imminent personal hazard of life under circumstances evincing a disregard of personal consequences.



3. Police Medal - This bar is awarded for an act involving grave personal danger in the intelligent performance of duty.



4. Life Saving Bar - This bar is awarded for an act involving the rescue that sustains the life of another.



5. Meritorious Police Conduct Bar - This bar is awarded for the following:

- a) An intelligent and valuable police service demonstrating special faithfulness, attention to duty and perseverance over an extended period of time.
- b) Completion of 20 years of honorable service as determined by the Personnel Unit.
- c) Removal of at least 20 illegal firearms from public circulation.



6. Excellent Police Conduct Bar - This bar is awarded for the following:

- a) An intelligent act contributing to a valuable police accomplishment or for submission of a

device, process or method adopted by the Department to increase efficiency in administrative or tactical procedure.

- b) Removal of at least 10 illegal firearms from public circulation.



7. Rookie of the Year - This bar is awarded to the most outstanding rookie for academic achievements, esprit de corps, personal appearance, professional manner, and performance of duties during the probationary year. **The candidate may not have prior law enforcement experience.**

E. ***The nomination may include related news media accounts, recorded radio and telephone transmissions, incident reports and/or any other documentation the nominating individual believes would be helpful.***

F. **Police Awards**



1. Unit Citation Bar – This bar is awarded for exceptional performance by a Unit within the Department over a 12 month period (January-December). Only those members who have served at least six months of the qualifying period shall be eligible to receive the award. Once a member receives the unit citation bar, he/she may wear it throughout their career regardless of his/her assignment. Assignment into a unit that has already earned the unit citation would not entitle the transferee to wear the citation.



2. Good Conduct Bar - This bar is earned over a five-year period of continuous service with yearly ratings received during this period of at least successfully meets expectations. In addition, the sworn member shall not have received any major penalty for Department charges other than a reprimand or counsel.



3. Physical Fitness Bar - For those sworn Department members who earn a total of 95 or more points on their annual physical fitness test. Once achieved, members who fail to maintain this score will no longer be eligible to wear this bar.



4. Safe Driving/Flying Bar - This bar is awarded for a three-year period of safe and satisfactory driving or pilots who have acquired at least 2,000 hours of safe flight time. All authorized drivers who

regularly operate licensed motorized equipment in the performance of their duties shall be eligible for this award. A driver must complete three years of operating a city vehicle without having had an accident defined by the Risk Management Review Board as "preventable". However, cumulative periods of broken driving service, without a chargeable (preventable) accident, totaling three years constitute eligibility for a safe driving award.



5. Police Instructor Bar – This bar is awarded to those Department members who have been certified as a Police Instructor by the Department of Criminal Justice Services and have maintained this status for five consecutive years of active service as determined by the Training and Development Unit.



6. Police Firearms Bar – This bar is awarded to those Department members who receive a qualifying score of 95 or better on the state-mandated firearm course may purchase this breast bar. Once achieved, members who fail to maintain this score will no longer be eligible to wear this medal.

7. Special Unit Service Bar – Awarded to past and present members who have voluntarily served three consecutive years of service in good standing. Any year in which a member has served over one day more than six months would count as a full year.



a) SWAT



b) Explosive Ordinance Disposal



c) **SWAT/Police**



d) Hostage Negotiators



e) Honor Guard



f) Mobil Command Post



8. EXILE Bar – For those Department members who have brought forth an EXILE case for prosecution or for any department member who significantly enhanced or promoted the EXILE Program.

G. Police Department Citations

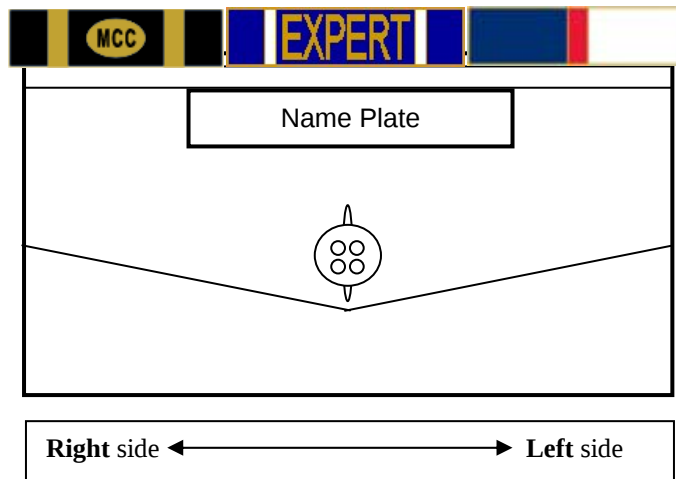
1. Chief's Citation – This award is presented to the employee or employees that have made an outstanding contribution to the Richmond Police Department as determined by the Chief of Police
2. Department Citation - This award is presented to the employee that has been recommended for a Department medal but, upon review, the Honors Board did not feel the actions rose to the level required for the issuance of the recommend bar. The circumstances were such that the employee performed his/her duties in an exemplary manner and made a considerable contribution to the Richmond Police Department.
3. Lifetime Achievement Citation – In cooperation with the Fraternal Order of Police, this award is presented to individuals who during their careers have had a significant positive impact on the Richmond Police Department or public safety in the City of Richmond. The Honors Board reviews nominations and recommendations are forwarded to the Chief of Police for selection.

H. Non-Department Awards - All non-departmental awards, i.e., “The Valor Award” (gold, silver and bronze) awarded by the Richmond Retail Merchants Association, or other approved recognizing organizations shall be worn on the right shirt pocket flap, centered above the button.

I. Wearing of Awards:

1. Breast bar awards shall be worn with the Class A – long sleeve uniform and with the formal dress uniform (white shirt and jacket).
2. Breast bar awards shall not be worn with the Class A – short sleeve uniform, Class B uniform or Department sweater unless directed by the Chief of Police or designee.
3. The Department breast bars shall be worn horizontally above the right breast pocket, centered **along** the top pocket seam.
4. When wearing more than one bar, each bar shall be worn horizontally, centered as a group above the pocket, with the highest award worn on the left, closest to the center of the uniform. There shall be no more than three bars in each row.
5. The awards are to be worn top to bottom in the order of their ranking as described on page 1 with the lowest medal in the cluster above the nameplate.





VI. ROLES AND ACCOUNTABILITY

A. Members of the Department shall:

Nominate individuals, whether civilian, sworn, or non-departmental personnel in accordance with the requirements of this policy, no later than one month prior to the Awards Ceremony and submit an Award Letter Form (PD-46).

B. Award Recipient's Supervisor shall:

- 1. Make recommendation for qualified employee(s); and,***
- 2. Ensure that employee wears the awarded award(s) appropriately in accordance with the provisions of this policy.***

C. The Honors Board shall:

- 1. Review and vote on each nomination, by majority vote determine if a recommendation will be forwarded, as submitted to the Chief of Police;***
- 2. May recommend the presentation of a different award, if more appropriate; and,***
- 3. Forward their recommendations to the Chief of Police for final review and approval.***

D. The Assistant Chief of Police shall:

Appoint the members of the Honors Board which includes members of the Richmond Police Department and graduates of the Citizen Police Academies.

E. The Chief of Police shall:

Review and make final decisions on the recommended recipients for departmental awards.

VII. FORMS

Award Letter Form (PD-46)

Memoranda for Nomination for a Department Award or Citation